

**January 19, 2016: Minutes of the Rockport Library Trustees**

**Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan**

**Meeting Commenced: 3:30pm**

1. **Minutes of December 30, 2015 reviewed and approved**
2. **Finance and Administration** – Cindy Grove will be meeting with the Finance Committee on 1/19/16 to discuss FY17 RPL budget proposal. Bylaws for the Rockport Library Foundation will be finalized. Cindy Grove will be meeting with the Personnel board to discuss current minimum wage.
3. **Technology** – Balsam has started to install Deep Freeze. RPL is looking into costs for updating our antivirus program.
4. **Policies and procedures** – The new emergency procedure will be sent to the RPD to be reviewed by Lt. Schmink and Chief Horvath. Defibrillators have been mounted, and placards will be placed next to them noting they were funded by Cape Ann Savings Bank. The Long Range Plan Committee will be scheduling and creating questions for focus groups.
5. **Consortium and State updates** – The ILS (Integrated Library System) has narrowed down their choices to two systems. These will be tested before changing over to a new system. Groveland Public Library has been de-certified by the state. RPL will review Groveland's status on July 1<sup>st</sup> for consideration of lending to their patrons.
6. **Staff and schedule update** – RPL's full time custodian will be filling in on weekends for a short time. New card training will be the topic at February's library staff meeting
7. **Library Programs** – On January 30, a representative from the Eric Carle museum will be at the Cape Ann Reads kickoff event at the Cape Ann Museum. Also, C.A.R. T-shirts will be available to purchase. In February, Chief Horvath will be reading during story time. Carla Power, author of "If the Oceans Were Ink", will be a guest speaker in early February.
8. **Facilities/Grounds** – An engineer has reviewed the work on the new fire escapes, and the DPW is aware of a few small changes. The replaced walls between the furnace and storage room are being watched for mold. ServePro has one more air conditioner left to clean for next season. The vent cover for the roof has been ordered. The DPW is researching vents for the furnace room, and is fabricating a new drain cover for the elevator.

**Next Meeting: Thursday, February 25, 2016 at 3:30pm**

**Meeting Adjourned: 5:15pm**